Accessing Predefined Reports, Cubes, and Ad Hoc

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Course Topics

Note: Links **only** work in PowerPoint's slide show view.

Module	Accessing Predefined Reports, Cubes, and Ad Hoc
Lesson One	**Accessing Predefined Reports, Cubes, and Ad Hoc**
Topic One	Accessing Reports
Topic Two	Viewing Predefined Reports
Topic Three	Viewing Cubes
Topic Four	Viewing Ad Hoc

Course Objectives

At the end of this training you should be able to:

- Access the eTools reporting package page

- Access a specific reporting package

- Access and view predefined reports for the reporting package

- Access and view cubes for the reporting package

- Access, view, and create new ad hoc queries

Module

Accessing Predefined Reports, Cubes, and Ad Hoc

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Module Lessons

Lesson One   Accessing Predefined Reports, Cubes, and Ad Hoc

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Lesson One

Accessing Predefined Reports, Cubes, and Ad Hoc

Lesson One Topics

Topic One   Accessing Reports

Topic Two   Viewing Predefined Reports

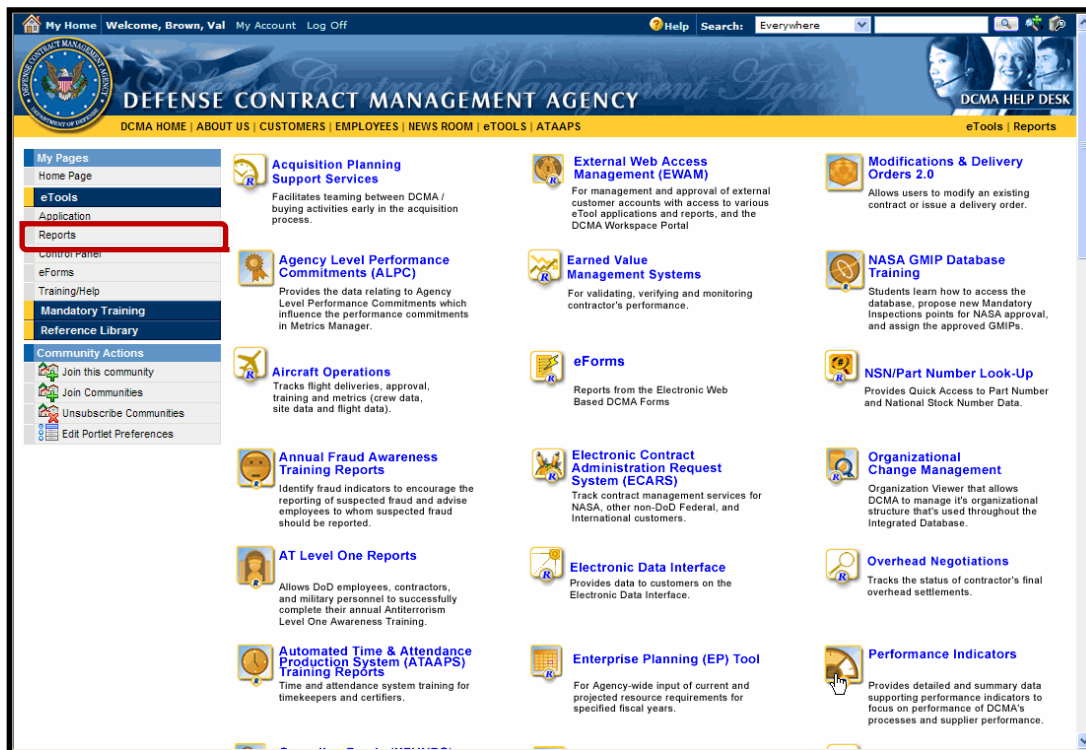Topic Three   Viewing Cubes

Topic Four   Viewing Ad Hoc

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Accessing Reports

When you log into the portal and select eTools from the menu bar, the eTools Applications page displays by default.

The eTools Reports appear on a separate page in the portal.

Accessing Reports (Graphic 1.1.1.1)	
1	*Log into* the **DCMA** portal. •The eTools Application page displays
2	*Click* the **Reports** link in the My Pages section. •The Reports page displays
3	*Click* the **icon** for the report package that you wish to use. • You might need to scroll down the page to see the icon you need •The Reporting Interface page displays

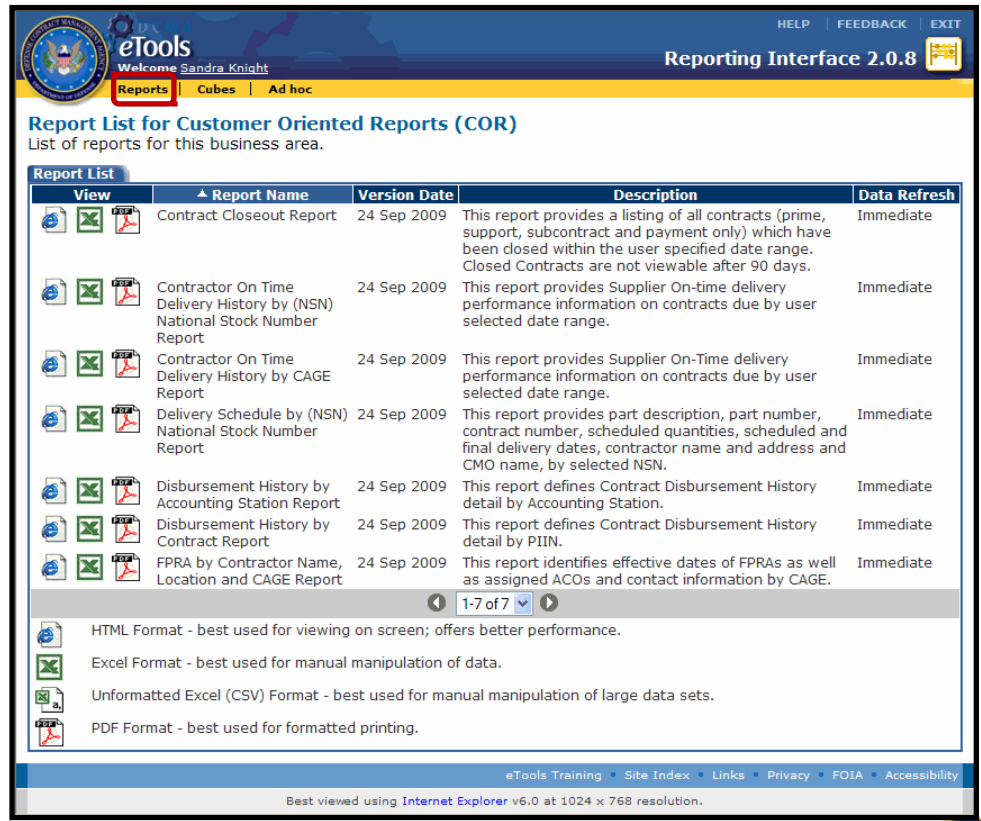Graphic 1.1.1.1: Accessing Reports

DCMA

Viewing Predefined Reports

The Reporting Interface page displays the report package's predefined reports, cubes, and ad hoc. It appears when you *click* the **icon** for a report package displayed on the eTools Reports page (Topic One). For more information on running a report, please see the **About Reports** training in the main menu.

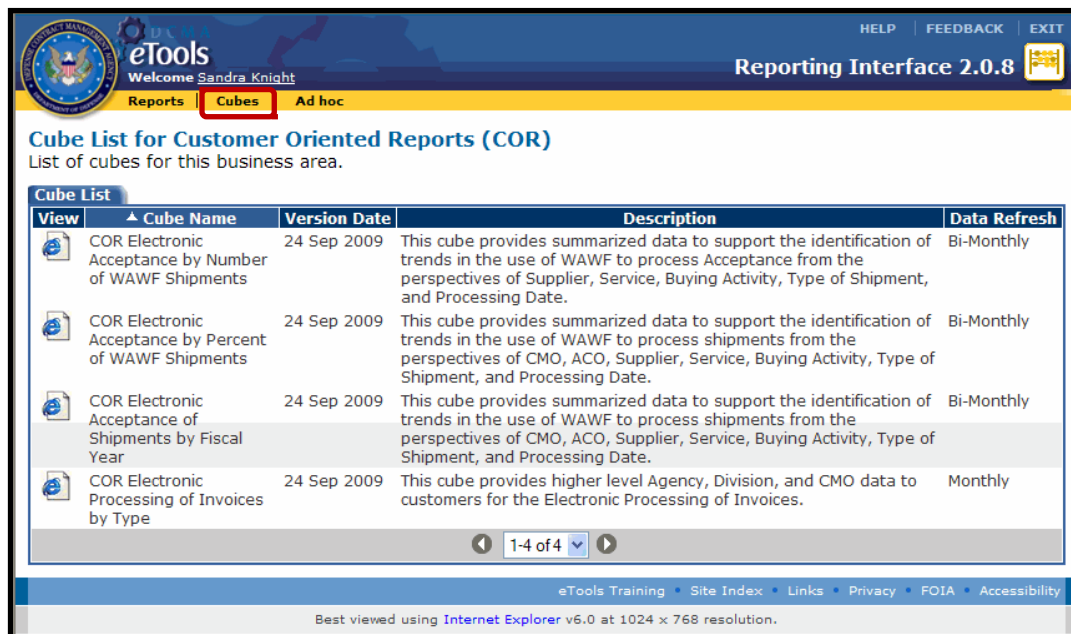| Viewing Predefined Reports (Graphic 1.1.2.1) |
|---|
| 1. A new browser window appears when you *click* the report package icon (Graphic 1.1.1.1).

• The Report List page appears by default if there are predefined reports (Graphic 1.1.2.1)
• Some reports packages do not have predefined reports, so the Cubes List or Ad Hoc display by default
• If the package does not have cubes or ad hoc, then the menu bar does not display that menu option
• The View column shows icons for Internet Explorer, Microsoft Excel, and Adobe Acrobat |
| 2. *Click* the icon to select the report and the report output (HTML, Excel, or PDF) that you need.

• The report prompt page appears and displays prompts where you select information to appear in the report output
• See the Using Reports training for more information on running reports |

Graphic 1.1.2.1: Viewing Predefined Reports

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Viewing Cubes

Cubes are available for many but not all reporting packages.

If cubes are available, the menu bar shows a Cubes option. When you *click* the **Cubes** menu option, the Cube List page appears and displays the available cubes.

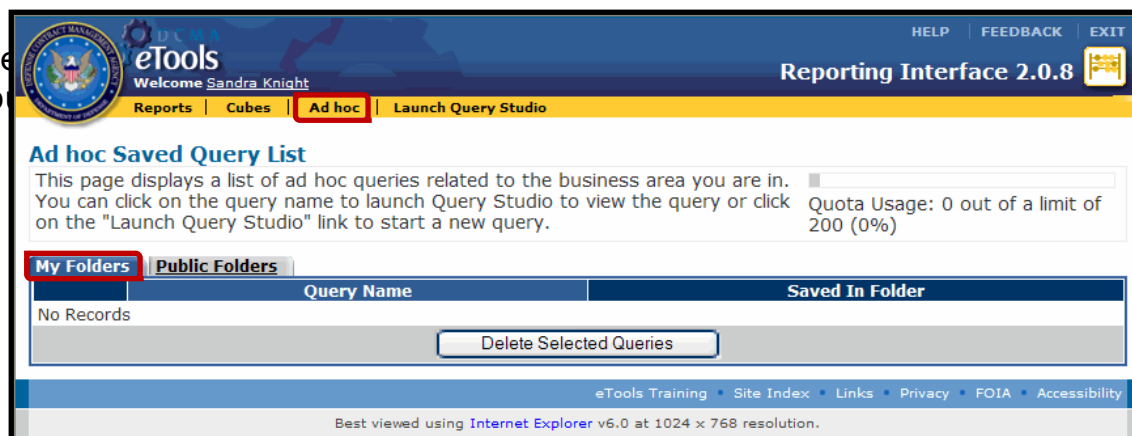| Viewing Cubes (Graphic 1.1.3.1)	
1	*Click* the **Cubes** menu option. • The Cube List page appears • Some reports packages do not have predefined reports, so the Cubes List or Ad Hoc display by default • If the package does not have cubes or ad hoc, then the menu bar does not display that menu option
2	*Select* the **icon** for the cube that you wish to use from the list of cubes displayed. • The View column shows only an Internet Explorer icon • See the Using Cubes training for more information on using and viewing cubes

Graphic 1.1.3.1: Viewing Cubes

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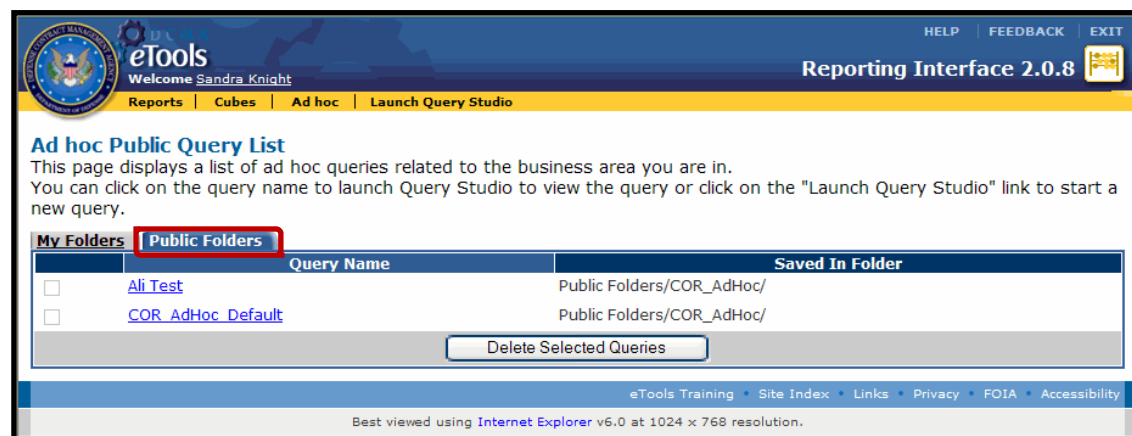
Viewing Ad Hoc

Ad hoc is available for many but not all reporting packages. If ad hoc is available, the menu bar shows an Ad hoc option. When you *click* the **Ad hoc** menu option, the Ad hoc Saved Query List page appears by default.

	Viewing Ad Hoc (Graphic 1.1.4.1 – Graphic 1.1.4.2)
1	*Click* the **Ad hoc** menu option. • The Ad hoc Saved Query List page appears
2	*View* the **folders** and **saved queries**. • The My Folders tab displays queries that you created and saved for future use. • **No Records** displays if you have no saved queries (Graphic 1.1.4.1) • *Click* the **link** on a query name to run the query
3	*Click* the **Public Folders** tab. • The Ad Hoc Public Query List appears and displays the Public Folders tab • Queries that you or others created and saved display on the Public Folders tab (Graphic 1.1.4.2)

Graphic 1.1.4.1: Ad Hoc Saved Query List, My Folders tab

Graphic 1.1.4.2: Ad Hoc Public Query List, Public Folders tab

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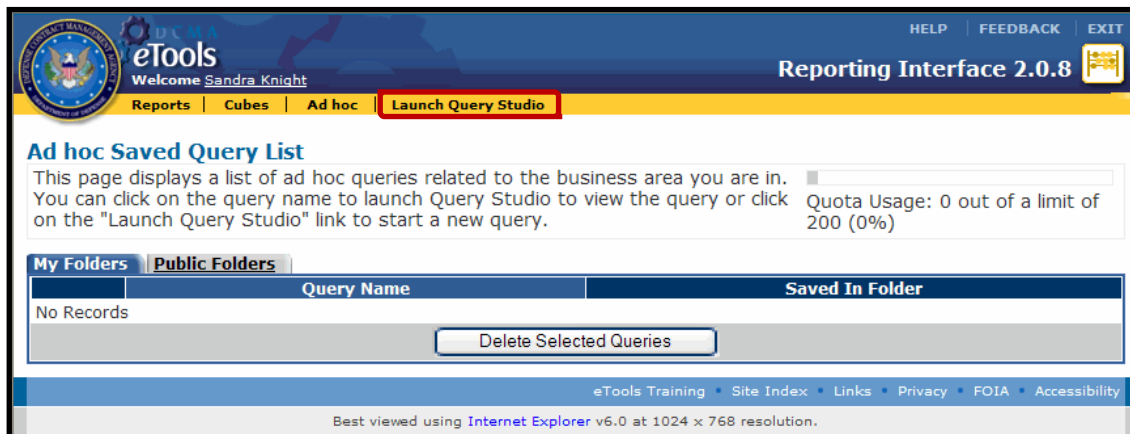DEFENSE CONTRACT MANAGEMENT AGENCY

Viewing Ad Hoc

Ad hoc lets you choose an existing query to begin developing a report.

Alternatively, you can create a new query. *Click* the **Launch Query Studio** menu option.

Viewing Ad Hoc (Graphic 1.1.4.3)	
1	*Click* the **Launch Query Studio** menu option. • A new browser window appears and displays Query Studio • See the Ad hoc training for more information on running an ad hoc report

Graphic 1.1.4.3: Launch Query Studio Menu Option

Lesson One Review

Lesson One Covered the Following Topics:

Topic One   Accessing Reports

Topic Two   Viewing Predefined Reports

Topic Three   Viewing Cubes

Topic Four   Viewing Ad Hoc

Module – Review

Module Covered the Following Topics:

Lesson One   Accessing Predefined Reports, Cubes, and Ad Hoc

Course Objectives

Now that you have completed this training, you should be able to:

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- Access a specific reporting package

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- Access, view, and create new ad hoc queries